

Tennessee Achievement

Pearson Access
Overview Training

Spring 2009

Topics covered in Overview/Training

- Navigation through Pearson Access
- Student Data View/Edit
- Test Management

Important Dates

- Systems should confirm all updates of students in the EIS system by 1/20/09
- Student data uploads into Pearson Access 1/21/09. Upload should be completed by 1/26/09.
- Additional training on student data uploads 1/22/09 @ 12:30 (Webinar)
- Deadline to enter any additional students into Pearson Access 1/30/09. Students added after the 30th will not receive a pre printed pre-id answer document.
- 2/1/09 – 3/27/09 update of additional student demographics can be entered into Pearson Access

Important Contact Information

- Customer Service Toll Free
 - 1-888-817-8658
- TN Program email
TCAPACH@support.pearson.com
- Pearson Access website-
www.pearsonaccess.com/tn

Initial Log in into Pearson Access

- Users will receive a systemic email from Pearson Access with your user ID you will use to log into Pearson Access
- Users will need to review and accept user agreement
- On the initial log in, the user will establish their own password. Your password maybe one you commonly use but must be 7-32 characters

Log in to Pearson Access

- Upon the third failed login attempt, your account will be locked
- It is recommended to reset your password prior to the third attempt
- After initial access, users should log in to the Online Application site through the TDOE website.

Administrative Management: View Organizations

- View Organizations you have access to at your security level
- Change Organization that you would like to view
- Add New Organization

Administrative Management: Security/User Accounts

- View and maintain users depending on security level.
 - Pearson does NOT ALLOW
 - Change user ID
 - View passwords
 - Pearson does ALLOW
 - Edit name, email
 - Lock or unlock user
 - Delete user
 - Assign user role
 - Assign Organizations

Administrative Management:

Security levels/User Accounts

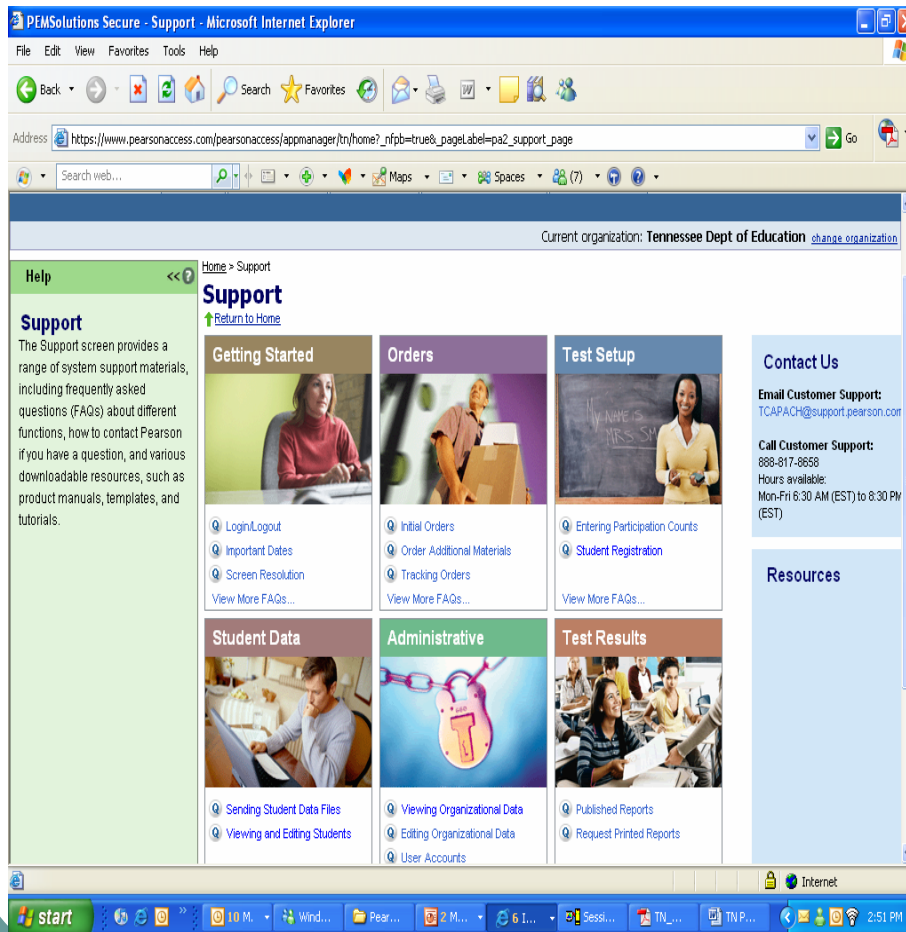
- System Admin user – Assign user access and have change access to all schools within a system
- System User – Change access at system level
- School Admin – Assign user access and have change access to their school
- School User – Change access at school level
- Report User – View/Print reports

Reports:

Participation Counts

- Show total test quantities by grade and form
- Used to spot check pre-id quantities
- Not used to determine enrollment

Support Tab



The Home page support tab provides a lengthy selection of FAQ's to address a range of questions or concerns.

The right-hand column shaded in blue offers contact information and additional resources to guide users through a test administration.

- At the bottom of the Resources section, you will see the *View All Resources* link that will take you to the Resources main page.

View All Resources...

Home Page

- Student Data
 - EIS Data Uploads
 - View/Edit Student Data
- Test Set Up
- Test Management
 - Add students manually
 - Assign test
- Test Results
 - Student data extracts
 - Reports

Student Data Upload

- **Student Data load from data supplied from EIS**
- **EIS file will include students attending TN public/state schools in grades 3-8. Student in K-2 will not be included in the student data upload**
- **Students that successfully upload into Pearson Access will received a pre-printed pre id answer document for the 2009 TN Achievement testing**

Student Data Upload

Review of student data that has been uploaded is the responsibility of each system testing coordinator.

System testing coordinators can delegate review to School Admin and School Users.

Student Data Upload

- Up to 100 errors can appear on a data problem
- Can export errors to an Excel file for viewing
- Example of SDU Error Message:

The screenshot shows a web browser window titled "PEMSolutions Secure - File Details - Microsoft Internet Explorer". The address bar shows the URL: https://www.pearsonaccess.com/pearsonaccess/appmanager/tn/home?_nfpb=true&windowLabel=pa2_file_manager&urType=action&mode=view. The page has a navigation bar with "Overview", "Student Data File Submission", and "Student Data Information". The current organization is "Tennessee Dept of Education".

File Details

View File Details

File: **SDUTestUpload1.csv** [download file](#)
Size: **0.3 Kb**
Sent By: **First User**
Sent Date: **10/11/2008 12:01 AM**
Status: **Rejected**
Message: **All the records in the file had data problems. The file must be corrected and sent again. Problems are encountered when the contents of your file does not match the the specified file format or data in the file is incorrect.**

[Export to Excel](#)

Students	Data Problems
<input type="checkbox"/> 1 000000001	invalid organization code Attempted to assign a Student to an Organization (OrganizationCode=000000010, ExtOrganizationCode=null, StateAbbreviation=null). This Organization does not exist or problems resolving data (invalid top level Organization or not unique).

Results: 1-1 of 1

Upload Status
Return to the Student Data File

Student Data Manual Entry

- Entering your student data:
 - Enter at least ALL Required student data information:
 - System Code
 - School Code
 - Student Last Name
 - Student First Name
 - Student Date of Birth
 - Student Gender
 - Student Grade
 - Student USID
 - Student Social Security

Student Data Information

- List of the students that have been submitted into the system
- View and update required student information as necessary

Student Data Information

- Select the view by mode.
 - View by School; select the school you want to search
 - View by individual student; you enter the student search criteria listed

Test Management

- Assign students to a Class
 - View by Classes
 - Add a Class
 - Enter Class Name/Teacher Name
 - Organization
 - Adding students to a class
 - Select the Class name on student registration screen to go to class details screen.
 - Click add students
 - Select students to add to class

Test Management

- Request Registration File
 - Provides a list of students that have successfully been uploaded in Pearson Access
- Report will be posted on the Test Results tab
- Registration file can be used to compare class rosters to what have been uploaded

Adding Additional Student Demographics

- Additional demographics' can be added to Pearson Access at anytime.
- Additional demographics can be gridded on a student answer document and will populate Pearson Access after processing.

Pre ID Sample

Example of pre id information with
barcode:

piteststudentlastd, pitestfirstd D
USID: *****9753 Grade: 03
DOB: 05/07/1998 Gender: M Ethnicity: B
System: Sample County
School: Sample School
00821-0020



0000000000-1

Seq: 00010

Pre ID Answer Document

DO NOT TEAR HERE

LAST NAME										FIRST NAME										MI	SOCIAL SECURITY NUMBER										BIRTH DATE			UNIQUE STUDENT ID										TEST VERSION
																															Month	Day	Year											
																															Jan	01	00											1
																															Feb	02	00											2
																															Mar	03	00											3
																															Apr	04	00											4
																															May	05	00											5
																															Jun	06	00											6
																															Jul	07	00											7
																															Aug	08	00											8
																															Sep	09	00											9
																															Oct	10	00											0
																															Nov	11	00											
																															Dec	12	00											

PLEASE DO NOT WRITE IN THIS AREA

ETHNIC ORIGIN

☐ American Indian/Alaska Native

☐ Asian/Pacific Islander

☐ Black, not Hispanic

☐ Hispanic

☐ White, not Hispanic

CODE A/B

☐ Code A ☐ Code B

ABSENTEE STATUS

☐ Absent

MEMBERSHIP DATA

☐ 1 ☐ 2

☐ 3 ☐ 4

GENDER

☐ Female ☐ Male

GRADE

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

OPTIONAL CODES

1 2 3 4 5 6 7 8 9

TEACHER NAME

SYSTEM NAME

SCHOOL NAME

GRADE 3 FORM T

TCAP

TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM

ACHIEVEMENT TEST

OTHER PROGRAMS

☐ 504 Service Plan (Do not bubble Sp. Ed. hours)

☐ Gifted (Do not bubble Sp. Ed. hours)

☐ Functionally Delayed (Do not bubble Sp. Ed. hours)

☐ Migrant

☐ Home School

ESL SERVICES

Choose Only One:

☐ ELL Excluded ☐ T1

☐ ELL ☐ T2

ELL Accommodations

☐ Q ☐ R ☐ S ☐ T

MODIFIED FORMAT TEST

☐ Braille/Audio

☐ Large Print

STATE USE ONLY

☐ A1 ☐ B1 ☐ C1

☐ A2 ☐ B2 ☐ C2

☐ A3 ☐ B3 ☐ C3

☐ A4 ☐ B4 ☐ C4

TITLE I

☐ Title I SWP (Schoolwide Programs)

☐ Title I TAS (Targeted Assisted Schools)

☐ Title I TAS Direct Service

☐ 0-34%

☐ 35-49%

☐ 50-74%

☐ 75-100%

SPECIAL EDUCATION

☐ Special Education Services (less than 4 hours per week)

☐ Special Education Services (4 through 22 hours per week)

☐ Special Education Services (23 or more hours per week)

SPECIAL ACCOMMODATIONS

☐ A ☐ B ☐ C ☐ D ☐ E

☐ F ☐ G ☐ H ☐ I ☐ J ☐ K

TCAP Pre-ID

pitest, pitestfirstddd D

USID: *****9754 Grade: 04

DOB: 05/07/1999 Gender: M Ethnicity: B

System: BR

School: FA

11111-1111

SERIAL #

00000000-1

Seq: 00002

209001

Questions?

PEARSON